

Baton Rouge EMS EXPLORER POST PROCEDURE GUIDE



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Introduction

Recognizing the need for citizen understanding of the procedures and processes of Pre-hospital Emergency care, East Baton Rouge Emergency Medical Services (EBREMS) sponsors an EMS Explorer Post. EBREMS sincerely believes that young adults will provide the future foundation on which a safer community can be built. The EBREMS Exploring Program provides training and leadership experiences to high school aged youth so they may better define their present and future roles as individuals within their society. Young adults have the opportunity to examine aspects of a medical career through training and working with Paramedics, Nurses, and Doctors. In return, the program provides the department with a trained staff of enthusiastic young adults to assist in many essential departmental operations. This Explorer Post Procedure Guide shall be effective on _____, 20__ and will be available to each member of the post as well as its leadership committee.

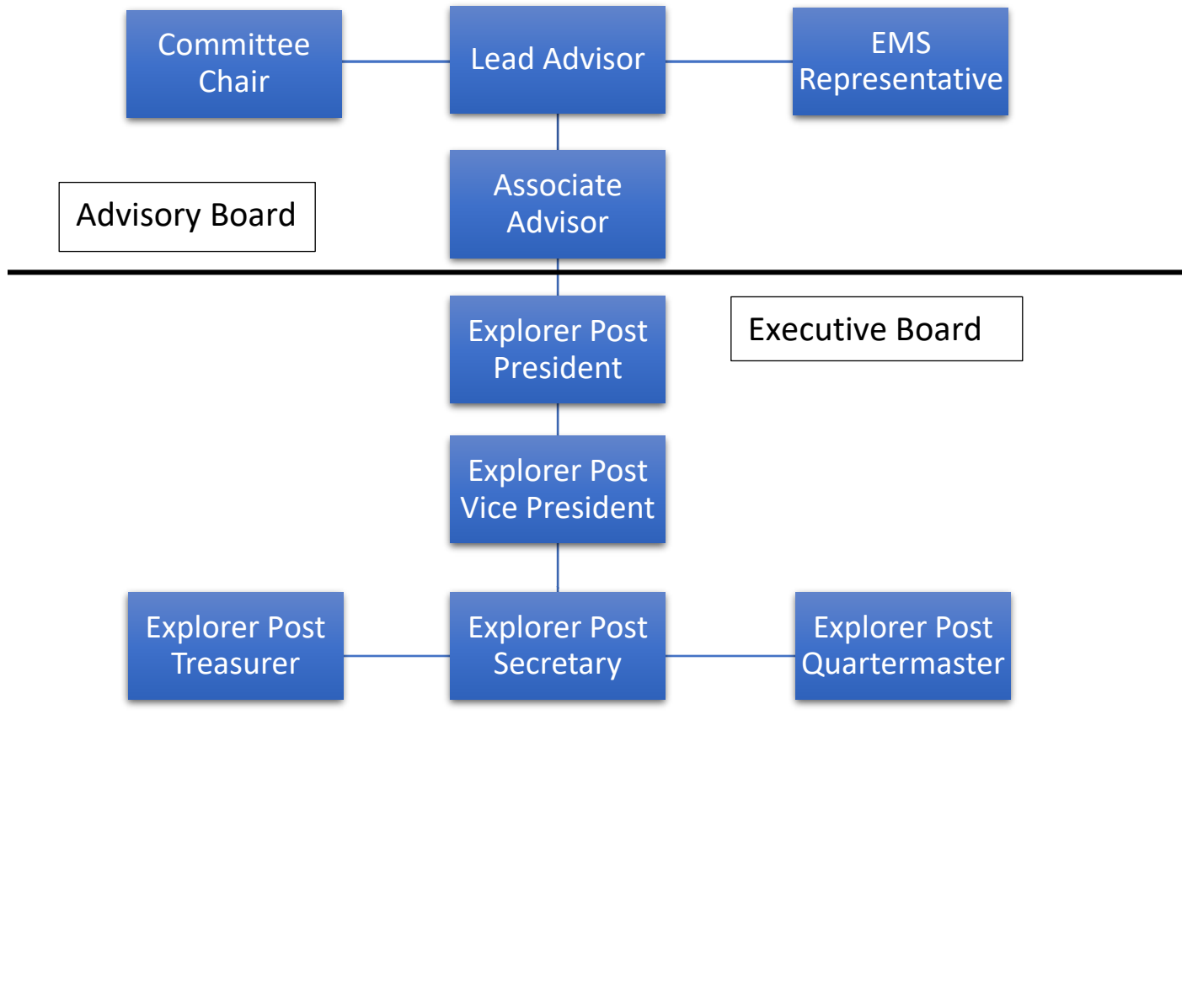
By order of:

Chad Guillot
EMS Director

Sandy Miller
Lead Advisor

Andre Toups
Committee Chair

Organizational Chart



ADMINISTRATION 1.00

1.01 General Provisions

The Exploring *Learning for Life Program* is an affiliate of the Boy Scouts of America. The Baton Rouge EMS Explorer post is sponsored by East Baton Rouge Emergency Medical Services.

1.02 Advisory Board

The Advisory Board is comprised of the Lead Advisor, Committee Chair, Associate Advisors, and the Chartered Organization Representative. All Advisory Board members must be employees of East Baton Rouge EMS.

1.02.01 Lead Advisor

The Lead Advisor oversees all meetings and functions involving the Post. This is a voluntary position that is appointed by the EMS Director.

The complete list of responsibilities of the Lead Advisor can be found in section 3.01.01

1.02.02 Associate Advisors

Associate Advisors assist the Lead Advisor in overseeing Explorer Post functions. The Lead Advisor selects Associate Advisors for approval from the EMS Director.

The complete list of responsibilities of the Associate Advisors can be found in section 3.01.02

1.02.03 Committee Chair

The Committee Chair, in addition to operating the EMS Explorer post committee, will also serve as the liaison between the post and East Baton Rouge EMS. The Committee Chair is appointed by the EMS Director.

The complete list of responsibilities of the Committee Chair can be found in section 3.01.03

1.02.04 Chartered Organization Representative

An East Baton Rouge EMS Administrator serves as the Chartered Organization Representative. The Representative is the official point of contact between EMS and the Explorer Post. This position is appointed by the EMS Director.

The complete list of responsibilities of the Chartered Organization Representative can be found in section 3.01.04

1.03 Executive Board

The Executive Board is the youth leadership of the EMS Explorer Post. It is comprised of the Explorer Post President, Vice President, Treasurer, Secretary, and Quartermaster. These are annually elected and voluntary positions.

1.03.01 President

The EMS Explorer Post President is top youth leader of the Explorer Post. Elected by the youth members, he or she delegates specific responsibilities to the other Officers and participants.

The complete list of responsibilities of the Explorer President can be found in section 3.02.01

1.03.02 Vice President

The Vice President is the second highest-ranking leader of the Explorer Post. Elected by the youth members, he or she reports to the President.

The complete list of responsibilities of the Explorer Vice President can be found in section 3.02.02

1.03.03 Treasurer

The EMS Explorer Post Treasurer is elected by the youth members. He or she oversees the financial affairs for the EMS Explorer Post and reports to the President.

The complete list of responsibilities of the Explorer Treasurer can be found in section 3.02.03

1.03.04 Secretary

The EMS Explorer Post Secretary is elected by the youth members. He or she serves as the recordkeeper for the EMS Explorer Post and reports to the President.

The complete list of responsibilities of the Explorer Secretary can be found in section 3.02.04

1.03.05 Quartermaster

The EMS Explorer Post Quartermaster is elected by the youth members. He or she is responsible for all EMS Explorer Post supplies and equipment.

The complete list of responsibilities of the Explorer Quartermaster can be found in section 3.02.05

1.04 Financial matters

The EBREMS Explorer Post is a non-profit organization. The EMS Explorer Post is sponsored by East Baton Rouge Parish Emergency Medical Services; however, it is not funded by the department.

1.04.01 The costs of registration fees, training materials, insurance and uniforms are paid by the participating EMS Explorer Post members.

1.04.02 The EMS Explorer Post relies on donations and fundraising activities to pay for any extraneous needs.

1.04.03 The Lead Advisor and EMS Explorer Post Treasurer oversee the EMS Explorer Post finances.

1.04.04 The EMS Explorer post maintains a checking account where all money is deposited. The Treasurer and Lead Advisor oversee the records of this account.

1.04.05 The Lead Advisor may choose to open separate accounts for donations or fundraising activities. These accounts will also be overseen by the Treasurer and Lead Advisor.

1.04.06 The financial records of the EMS Explorer Post will be audited annually by the EMS Finance department. This audit shall take place at a time prior to Officer elections.

1.04.07 In addition to the annual audit, additional audits may be requested by the Advisory Board at any time.

1.05 Recordkeeping

Currently hardcopies of records are kept on site at the East Baton Rouge EMS Headquarters located at 3801 Harding Blvd. The EMS Events Division will also have digital backups of certain materials.

1.05.01 The Lead Advisor is responsible for for maintaining current charter status with the BSA Istrouma Area Council. This process takes place annually.

1.05.02 The Lead Advisor is responsible for all disciplinary records.

1.05.03 The Lead Advisor is responsible for all injury records.

1.05.04 The Lead Advisor is responsible for keeping all personal or confidential information secure.

1.05.05 The Associate Advisor(s) is responsible for all Training and Class records. Currently the hard copy of these records are on site at the East Baton Rouge EMS Headquarters.

1.05.06 The Associate Advisor(s) is responsible for the security of all paperwork related to activities and training.

1.05.07 The Secretary is responsible for recording attendance of the entire membership for all EMS Explorer Post functions.

1.05.08 The Secretary is responsible for recording the minutes of every meeting.

1.05.09 The Treasurer is responsible for financial statements and annual audit reports.

1.05.10 Copies of all training certifications will be maintained in the EMS Explorer Post member's files.

1.06 Explorer Post Procedure Guide

This EMS Explorer Post Procedure Guide is a summary of the current policies, procedures, rules, and regulations pertaining to EMS Explorer Post activities. This Guide describes the organization, responsibilities, and functions of the EMS Explorer Post. All EMS Explorers, East Baton Rouge EMS employees, and associated civilian volunteers are to conform to the rules and provisions contained in this EMS Explorer Post Procedure Guide regarding EMS Explorer activities and participation in EMS Explorer events.

1.06.01 The EMS Explorer Post Procedure Guide shall be made available in digital form to all members of the EMS Explorer Post. Hard copies may also be made available upon request.

1.06.02 It shall be the responsibility of each Advisory Board member, EMS Explorer member, participating adult and employee of East Baton Rouge EMS to be familiar with the contents of the EMS Explorer Procedure Guide.

1.06.03 The Advisory Board shall review all Procedure Guide addendums, amendments, revisions, etc. prior to inclusion within the Guide.

POLICY 2.00

2.01 Purpose

The purpose of this program shall be to teach EMS Explorer members lifesaving skills, leadership skills, and to inform them about the careers and areas of responsibility within the field of Emergency Medical Services.

2.02 Goals and Objectives

The main goal of this Explorer Post is to provide members an opportunity to gain experience and exposure to the pre-hospital medical care field prior to entering their choice of secondary education. Secondly, this Explorer Post will assist high school aged youth in defining their present and future roles as individuals within their society. These goals will be achieved through an extensive and varied program. Details of the program will be found in section 3.00

2.03 Participation qualifications

The current general guidelines for participation in this Explorer Post are as follows:

1. Membership shall be open to young adults between the ages of 14 and 20 that are interested in pursuing a medical career.
2. Participants must be enrolled in school and have a scholastic average of "C" or better in all academic subjects throughout participation in the program.
3. Members must display maturity and an obvious interest in the program.
4. Members must successfully complete the EMS Explorer Post training and field evaluation period.
5. Members must be mentally and physically able to participate in the program as determined by the Advisory Board.
6. Members must attend continuing education and meetings as described in section 2.08.

2.04 Camp Avondale

The EMS Explorer Post provides medical coverage for Boy Scout events at Camp Avondale. The Health Lodge located on the premises serves as both the Medical Evaluation/Treatment center as well as the sleeping quarters for the EMS Explorer Post.

2.04.01 The rules for working at Camp Avondale are as follows:

1. Cellphones and other handheld devices must not be used in public view, or if a patient is in the treatment center.
2. Everyone is responsible for keeping our grounds area clean and free of clutter.
3. After a group meal everyone is responsible for cleaning up after themselves and doing dishes. A rotation or schedule may be created.
4. Everyone must work as a team to setup and break down camp.
5. Smoking, alcohol, and drug usage will not be tolerated by any Explorer member.
6. Any prescription medication that an Explorer will be taking while at camp must be reviewed with an Advisor as to what it is, when it is taken, and how it will be secured.
7. Cerfew/Lights out will be enforced. Everyone will turn in no later than the posted time for the BSA event with exception.
8. Class C uniforms will be worn while at camp.

2.04.02 It is the policy of the EMS Exploring program that restrooms and showers should be divided by sex unless facilities have lockable doors. If separate shower and bathroom facilities are not available, separate times for male and female use should be scheduled and posted.

2.04.03 Male and female EMS Explorers must use separate sleeping quarters. Adult and youth participants will not share the same sleeping quarters.

2.05 Paramedic Observation

The Paramedic Observation program allows EMS Explorers a unique opportunity to ride in East Baton Rouge EMS ambulances and respond to 911 emergency calls. EMS Explorers are allowed to work as a team with their assigned Paramedic mentor and are permitted to utilize the skills they have learned in class to help treat sick and injured patients.

2.05.01 In order to participate in the Paramedic Observation Program, EMS Explorers must meet the following guidelines:

1. Member must be at least 15 years old and in good standing with the Post.
2. Member must be cleared by the Lead or an Associate Advisor after displaying knowledge and working ability on an ambulance.
3. Member must complete all of the following:
 - a. 8-hour CPR course
 - b. EMR course as authorized through the State Bureau of Emergency Medical Services.
 - c. In-service on Ambulance equipment to include the EKG monitor, immobilization devices, oxygen therapy, medical and trauma boxes.

2.05.02 Prior to being allowed to ride on an ambulance, EMS Explorers must complete at least 2-3 observation sprint rides with an Advisor. The EMS Explorer must display maturity, knowledge, and a working ability of basic first aid and CPR before they will be cleared to work with a Paramedic crew.

2.05.03 EMS Explorers must be scheduled and authorized to ride on an EMS unit by the Lead Advisor. Explorers may not ride on an EMS unit without an Advisor's approval.

2.05.04 Explorers are prohibited from entering an EMS substation unless they are on official EMS or EMS Explorer Post business. EMS Explorers may not visit a station on their own without permission from an Advisor or an assigned Paramedic crew.

2.05.05 The proper uniform to wear while riding on an EMS unit during a Paramedic Observation ride is the class A uniform. The uniform must be worn in its entirety with a black belt, proper boots/shoes, black socks, and the class A shirt tucked.

2.05.06 EMS Explorers must arrive on time and in proper uniform to participate in a Paramedic Observation Ride. The Paramedic Crew Chief has the authority to decline to allow the EMS Explorer the opportunity to ride on their unit. The Lead Advisor must be contacted in this case.

2.05.07 EMS Explorers are encouraged to ask questions and participate in patient care within the scope of their practice. EMS Explorers are prohibited from practicing patient care techniques that are above their scope of practice.

2.05.08 All business of the Department that is confidential shall not be disclosed to persons outside of the Department of EMS. Protected health information (PHI) shall be treated in accordance with the policies established in the HIPAA Privacy handbook for the Department of East Baton Rouge EMS.

2.05.09 EMS Explorers must attend the mandated EMS Department HIPAA class prior to Paramedic Observation rides. A copy of the HIPAA class completion certificate will remain in the EMS Explorer member's file.

2.06 Medcom Observation

Medcom is the location where the 911 calls for East Baton Rouge Parish are answered. This is also where EMS units are dispatched from. The EBR EMS Standard Operations Manual section 803 outlines the following rules for Medcom visitation:

1. EMS Explorers may visit the Communications Center on weekends only during the following hours:
 - a. 06:30-17:30
 - b. 18:30-23:00 (EXPLORERS UNDER 18 YEARS OLD)
 - c. 18:30-05:30 (EXPLORERS 18 YEARS OLD OR OLDER)
2. Exceptions must be cleared on a case by case basis through the Communications Supervisor or Chief of Communications.
3. The Explorer Post Advisor will schedule the explorers with the Communications Supervisor on duty.
4. Explorers must wear the full Explorer Post Uniform and must remain in full uniform while in Med Comm.

5. An EMS Explorer may not answer the 911 lines or the non-emergency lines.
6. An Explorer may be cleared to answer EMS radios by the Communications Supervisor. The Communication Officer assigned to Primary Dispatch must remain with the Explorer at all times (no exceptions).

2.07 Events

The EMS Events division is responsible for scheduling and staffing public events. Explorers are permitted to work certain events with the permission of the EMS Events Coordinator.

2.07.01 In order to participate in EMS related events EMS Explorers must be cleared to work by the Lead or an Associate Advisor.

2.07.02 EMS Explorers may be assigned to either a transport ambulance, ASAP med cart, Events trailer, or a non-transport sprint vehicle.

2.07.03 EMS Explorers must stay with their assigned Paramedic team or unit during the event unless permission is granted to leave.

2.07.04 Events that EMS Explorers are welcome to participate in include:

1. LSU and SU football games
2. Parades and Festivals
3. Marathons or other large events

2.07.05 EMS Explorers are not allowed to work Rivercenter events.

2.07.06 EMS Explorers are not allowed to drive or otherwise operate any Department of EMS vehicles.

2.07.06 Class A uniforms are the standard uniform to wear at EMS events unless otherwise directed by either the Lead Advisor or the EMS Event coordinator.

2.07.07 The Paramedic Observation guidelines also apply to EMS events. (see section 2.05)

2.08 General Meetings

The EMS Explorer Post meets twice a month to discuss EMS Explorer Post matters, plan future activities, hold team building exercises, and for continuing education.

2.08.01 General Meetings shall be held every first and third Sunday of each month unless it falls on a holiday.

2.08.02 Meetings will take place at EBR EMS Headquarters located at 3801 Harding Blvd. unless otherwise noted.

2.08.03 The Executive Board is expected to attend all general meetings unless they are excused by the Lead Advisor. Each member of the Board is responsible for their own duties during the meeting. If a Board member is not present every effort should be made to have their duties covered during the meeting.

2.08.04 The EMS Explorer Post President will lead all general meetings. If the President is unable to attend, he or she must notify the Lead Advisor and the Vice President or their designee shall lead the meeting.

2.08.05 Members must attend at least one meeting per month. Consecutive absences must be approved by the Lead Advisor.

2.08.06 Any member failing to attend three consecutive meetings without approval of the Lead Advisor may not be allowed to participate in the next upcoming event.

2.08.07 EMS Explorer Post meetings will be held following *Robert's Rules of Order* as outlined in Article IV of the Bylaws.

2.08.08 Members must be present at meetings to vote on any EMS Explorer Post issues or elections unless otherwise dictated by the Lead Advisor. Further details about voting in elections can be found in sections 2.09 and 3.05.

2.09 Election of Officers

Youth members need to have a role in the leadership of the EMS Explorer Post. The *Exploring Guidebook* details the election of youth officers in chapters three and seven. Further detail on the EMS Explorer Post election procedures can be found in section 3.05.

2.09.01 Officer Elections shall occur in July of each year. The normal term of office shall be one year beginning August 1st.

2.09.02 No Officer shall serve more than two consecutive elected terms in the same office.

2.09.03 Officer nominations shall take place during the first July meeting. Officer positions are voluntary and a member has the right to refuse a nomination.

2.09.04 New Officers must attend the Post Officer Training Seminar.

2.09.05 If an Officer is unable to fulfill their duties he/she may be impeached by a majority vote in a special election of the membership.

2.09.06 If any Officer other than the President is unable to finish their term of service, the general membership shall vote whether to appoint a temporary Officer or hold a special election.

2.09.07 If the President is unable to finish their term of service the Vice President is to become the President and the general membership shall vote whether to appoint a temporary Officer or hold a special election.

2.10 Training

New EMS Explorer Post members must initially complete certain training requirements before they may fully participate in the EMS Explorer Post program. Continuing education requirements must also be met to maintain certain certificates, and therefore their membership.

2.10.01 The Associate Advisor is responsible for creating the annual training schedule. He/she is also responsible for scheduling instructors for training classes.

2.10.02 All new members are required to attend and successfully pass an 8-hour CPR course, EMR course, and an in-service of EMS ambulance equipment.

2.10.03 The required training classes shall be provided by an instructor designated by the Associate Advisor. The fees associated with the initial required training are covered by the EMS Explorer Post Registration fees unless otherwise noted by the instructor.

2.10.04 Class attendees must attend every class in order to pass. Make-up dates may be allowed at the discretion of the Instructor or Lead Advisor.

2.10.05 The fees associated with a class or training are non-refundable. If a student fails to pass a class or training session they may not ask for a refund.

2.10.06 Registration fees only include initial training. EMS Explorer members may be responsible for the costs associated with retaking a failed course, recertification, or costs for duplicate certification cards.

2.11 Equipment

East Baton Rouge EMS allows the EMS Explorer Post to utilize certain equipment for training purposes and for use during the Paramedic Observation Program. The EMS Explorer Post also owns equipment and supplies that have been purchased through donated funds.

2.11.01 EMS Explorer Post members are prohibited from using any equipment belonging to EBR EMS or the EMS Explorer Post without permission from the Lead Advisor.

2.11.02 The Quartermaster is responsible for obtaining and returning all equipment belonging to East Baton Rouge EMS.

2.11.03 The Quartermaster shall be responsible for inventory and maintenance of all EMS Explorer Post equipment and supplies.

2.11.04 Any person using EBR EMS or EMS Explorer Post equipment must take care of the equipment and are responsible for any damage or loss of equipment that occurs.

2.11.05 If a piece of equipment is damaged or lost it must be reported to an Advisor or the Quartermaster as soon as possible.

2.12 Uniforms

The EMS Explorer Post requires members to wear appropriate uniforms while representing the EMS Explorer Post. There are three classes of uniforms and a special Honor Guard uniform for EMS Explorer Post Honor Guard members.

2.12.01 Class A uniform is considered the regular EMS Explorer Post uniform. This uniform is to be worn during Paramedic Observation rides, Medcom Observations, and other EBR EMS or EMS Explorer Post events.

2.12.01a The Class A uniform consists of a short sleeved grey polyester shirt and navy polyester pants. A solid black belt, black boots or shoes, and black socks must be worn with the uniform.

2.12.01b Class A uniform is only to be worn while performing EMS Explorer Post related duties.

2.12.01c Patches shall be centered and placed approximately one inch below the upper seam on shirt sleeves. The East Baton Rouge EMS department patch shall be worn on the left sleeve and the EMS Explorer Post patch shall be worn on the right sleeve. (Damaged or faded patches shall be replaced.)

2.12.01d The East Baton Rouge EMS department EMS pin shall be worn on the right collar, parallel to the lower seam and centered on the collar. The National Registry *First Responder* pin shall be worn on the left collar

2.12.01e Only an EMS Explorer Post approved nameplate may be worn with the EMS Explorer Post uniform. It shall be centered directly above the right pocket.

2.12.01f Medals and service pins shall be centered directly above the nameplate. If more than one pin or medal is worn they shall be worn with the highest honor situated to the highest point and farthest to the right side if in more than one column.

2.12.01g Plain black or dark blue hats, jackets, sweatshirts, or windbreakers may be worn with the EMS Explorer Class A uniform.

2.12.02 Class B uniform consists of the grey polo-style EMS Explorer Post shirt with the appropriate patch or insignia. Navy polyester pants a solid black belt, black boots or shoes, and black socks must be worn with the uniform.

2.12.02a Class B uniform may only be worn while performing EMS Explorer Post related activities and at the discretion of the Lead Advisor.

2.12.02b Plain black or dark blue hats, jackets, sweatshirts, or windbreakers may be worn with the EMS Explorer Class B uniform.

2.12.03 Class C uniform consists of a fluorescent colored T-shirt with the EMS Explorer Post logo on the front and the word “Medical” on the back. Class C may also consist of any other shirt with the Department of EMS or EMS Explorer Post logo.

2.12.03a The fluorescent colored Class C uniform is the mandatory uniform to wear at Camp Avondale events.

2.12.03b EMS Explorer Post members are allowed to wear EMS Explorer Post T-shirts or other Explorer insignia in public; however, members must be aware that while wearing such clothing they are still considered to be representing the Explorer Post and the Department of EMS.

2.12.03c If a member misuses or misrepresents the EMS Explorer Post while wearing a T-shirt or Explorer insignia, that member may be disciplined or terminated from the EMS Explorer post at the discretion of the Advisory Board.

2.12.04 The EMS Explorer Post Honor Guard uniform consists of a long sleeve version of the class A uniform in the same color with the addition of an Honor Guard hat, white citation cords on left shoulder, white parade gloves, and polished black dress shoes.

2.12.04a The EMS Explorer Post Honor Guard uniform may only be worn by current EMS Explorer Post Honor Guard members in good standing with the EMS Explorer Post.

2.12.04b The cost of the EMS Explorer Post Honor Guard uniform is the responsibility of the member. In certain circumstances donated money may be used to purchase the uniform for the EMS Explorer Post and it is then given to the Honor Guard member to wear. In this instance, when the EMS Explorer Post Honor Guard member discontinues service in the guard, the uniform remains the property of the EMS Explorer Post.

2.13 Commitment

New EMS Explorer members must commit to the initial training classes as described in section 2.10. All EMS Explorer members must display a desire to learn, participate and otherwise engage in the program. EMS Explorer members must also attend meetings, fundraisers, and other activities that are prescribed in this guide.

2.14 Injury Reporting

In the event that anyone is injured during an EMS Explorer Post event, meeting or activity, the Lead Advisor must be notified immediately. An incident reporting form is required to be filed. This form may be found at https://filestore.scouting.org/filestore/pdf/680-016_fillable.pdf

2.14.01 Youth members that are injured will have their parent or guardian notified immediately following the incident.

2.14.02 The decision to treat or transport will be made following East Baton Rouge EMS transport guidelines.

2.14.03 An injury may be treated by a fellow EMS Explorer member if necessary as long as they follow the training they were given and do not practice above their scope of care.

2.14.04 If the injury occurs while participating in the Paramedic Observation Program or while working an EMS event, the on-duty EMS Supervisor must be notified.

2.14.05 EMS Explorers are covered by insurance provided by the Boy Scouts of America while participating in EMS Explorer Post activities. Information about this insurance plan can be found under the *Safety Resources* tab at Exploring.org.

2.15 Personal Grooming

EMS Explorer members shall be neat and clean at all times. The following EBREMS grooming standards are hereby adopted by the EMS Explorer Post. Any EMS Explorer member that fails to comply with these standards may be subject to disciplinary action or dismissal.

2.15.01 Male Hair shall not be worn in a manner that hampers the EMS Explorer's ability to perform his job. When combed it must not touch the back of the collar or the eyebrows in the front. Braids and cornrows are permitted as long as they are neat and tightly secure. Dreadlocks are not permitted. If the hair is bleached or dyed the colors must look like natural colored hair. Extreme colors are not permitted. No designs may be shaved into the hair or scalp.

2.15.02 Female Hair shall not be worn in a manner that hampers the EMS Explorer's ability to perform her job. If the hair is bleached or dyed the colors must look like natural colored hair. Extreme colors are not permitted. No designs may be shaved into the hair or scalp. Lopsided or distinctly unbalanced styles are not permitted. Hair must be worn so that it does not cover the collar brass. If hair is worn long enough to touch the collar brass, it must be secured when in the public eye. All female EMS Explorers shall be cognizant of the potential safety risks involved with long hair (fire, contamination hazard, handle for unruly patients, etc.). Appropriate hair accessories (barrettes, clips) for wear with uniforms shall be a neutral color to blend with the EMS Explorer's hair color or shall match the uniform.

2.15.03 Mustaches shall not extend below the upper lip and shall not extend sideways beyond the corner of the mouth. Handlebar and Fu Manchu style mustaches are not authorized. Goatees may not be more than one half inch in length and shall not extend further than one half inch beyond the corner of the mouth, nor more than one inch beyond the base of the chin. Beards shall be trimmed, tapered and tidy, not to exceed one half inch of length. Skin surrounding facial hair must be clean shaven, and facial hair must be kept neat and well-maintained. No other facial hair is authorized.

2.15.04 The EMS Explorer Post and East Baton Rouge EMS will not be responsible for loss or damage to any jewelry worn by EMS Explorers while participating in activities. EMS Explorers shall not wear a piece of jewelry and/or accessory which is excessive, in poor taste, which does not reflect a professional appearance, or which poses a safety hazard. EMS Explorers may wear two rings, one on each hand (a wedding set is considered one ring). Necklaces may be worn providing they do not show above or below the neckline of the uniform shirt. (Longer necklaces may be worn inside the uniform shirt.) Bracelets may not be worn with the uniform. (This excludes bracelets with emergency information.) Female EMS Explorers may wear a single pair of earrings in the inferior most portion of the earlobe, one in each ear. Earrings may be post type earrings no larger than 6 mm. in size or hoop style earrings no larger than one eighth inch thick. The outside surface of the hoop earring shall not extend more than one quarter inch below the earlobe. Male employees may not wear earrings. No other jewelry may be worn with the EMS Explorer uniform. Male and females may wear clear piercing retainers as necessary to maintain piercing patency.

2.15.05 EMS Explorers are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through any exposed body part including the tongue and those visible through the uniform, except as provided in 2.15.04. EMS Explorers are prohibited from displaying tattoos that are obscene, that advocate sexual, racial, ethnic or religious discrimination that are prejudicial to good order and discipline, or that bring discredit to the EMS Department. Any tattoo displayed on the chest or back, must not be visible above the collar of the V-neck or crew neck undershirt. Only one tattoo ring can be displayed on each hand, and shall not extend past the first knuckle on the finger from the base. No other tattoos or brands below the wrist are permitted. There are no restrictions on tattoo size or percentage of body coverage. A brand; however, may be no larger than a 4-inch by 4-inch area and can be anywhere but the head, face, neck or hand. Ultraviolet (UV) or black light tattoos are allowed, and follow the same rules as normal tattoos.

2.15.06 Female EMS Explorers may wear cosmetics if they are conservative and compliment their clothing and complexion. Female EMS Explorers may wear fingernail polish with their uniform provided that nails are of a solid color that does not contrast excessively with the Explorer's complexion. EMS Explorers may not wear excessively long nails. The EMS Director will have the final say with regard to approved colors and length. It is strongly recommended that EMS Explorers not wear artificial nails or extenders due to the bacteria they harbor.

2.16 Radio Usage

The Department of East Baton Rouge EMS allows EMS Explorers access to utilize certain EMS channels while working EMS events. The EMS Explorer Post has several radios that are available for use to them. The Post Quartermaster is responsible for inventory and maintenance of these radios.

2.16.01 EMS Explorers are only permitted to utilize the EMS Explorer Post radios to communicate. The use of EMS department radios by EMS Explorers is prohibited, except under certain circumstances in which it is necessary and authorized by an EMS department employee.

2.16.02 EMS Explorer members must be trained on radio usage prior to being able to utilize a radio. This training should take place after the member has completed all other required training and prior to their initial sprint unit ride time.

2.16.03 Federal law prohibits obscene, indecent, and profane content from being broadcast over a radio. All EMS radio channels are recorded and reviewed. EMS Explorers failing to utilize proper radio communication may be disciplined.

2.16.04 EMS Explorers should generally use “clear text” communications as recommended by the National Incident Management System.

2.17 Documentation

EMS Explorer Post members are expected to fill out a *Patient Evaluation Form* any time they participate in a patient encounter during an EMS Paramedic Observation ride or EMS event. The goal of completing this form is to give the Explorer experience in writing a patient care report and to allow the Paramedic an opportunity to give feedback to the Explorer.

2.17a All information contained in the *Patient Evaluation Form* is to be treated as protected health information (PHI) and no information regarding the call shall be disseminated outside of the department.

2.17b The *Patient Evaluation Form* is to be used for training purposes only and will not be entered into any public record or EMS patient report.

2.17c Personal identifying patient information is NOT to be written on the *Patient Evaluation Form*. This includes names, addresses, birthdates, phone and social security numbers.

2.17d The Explorer member is encouraged to share their completed report with the Paramedic crew they are assigned with in order to receive feedback about the report and the call.

2.17e At the completion of the Paramedic Observation or EMS event the Explorer member may choose to either keep the report as an educational resource or may shred the report appropriately so that no patient can be identified using time, date, age or gender.

2.18 Discipline

It is the goal of the EMS Explorer Post to provide a safe and structured environment for youth to learn leadership and vocational skills. The regulations described in this Procedure Guide serve to maintain that goal. Although EMS Explorers are encouraged to have fun while participating in the program, they are expected to follow the described guidelines.

Certain violations may result in disciplinary action. The Lead Advisor is the ultimate authority on disciplinary decisions. Based on the severity of the infraction, the following actions may be taken at the discretion of the Lead Advisor.

2.18.01 Verbal warnings consist of an EMS Explorer being verbally counseled after committing an infraction. There is no other action that will be taken on the matter. Multiple verbal warnings for the same infraction may ultimately result in a written warning.

2.18.02 Written warnings are reserved for more serious infractions in which the Advisory Board feels it is necessary to have a record of the disciplinary action. If the EMS Explorer is under 18 years old their parent/guardian will also be given a copy of the warning. Numerous written warnings may result in suspension.

2.18.03 Suspension from participation in the EMS Explorer Post may be warranted in certain instances. EMS Explorers will not be able to participate in Post activities, Paramedic Observation rides, Medcom Observation, or Camp Avondale events for a designated amount of time. Continued attendance at EMS Explorer Post meetings will be at the discretion of the Lead Advisor. The length of suspension shall be determined by the Advisory Board. The parent of the minor Explorer

will also be given a copy of the suspension information. Repeat offences after suspension may result in expulsion from the EMS Explorer Post.

2.18.03a An EMS Explorer may appeal the suspension to the Advisory Board either prior to or after the suspension has been issued. If an appeal is requested the Lead Advisor shall notify the Advisory Board and a suspension appeal hearing date will be set.

2.18.03b EMS Explorers under 18 must have a parent or guardian present at the appeal hearing. Parental involvement during the appeal hearing is permitted.

2.18.03c The Committee Chair oversees the hearing. The Chair will allow ample time for the EMS Explorer to present their case as well as maintain order during the hearing.

2.18.03.d A majority decision by the Advisory Board is required to uphold or dismiss the suspension. If the Advisory Board does not come to a majority decision, the EBREMS Director shall be the tiebreaker.

2.18.04 Expulsion from the EMS Explorer Post is the most severe penalty. This action is reserved for the most serious infractions or after repeated suspensions for the same offense. Certain serious infractions may result in immediate expulsion without following the afore mentioned actions. (Examples include but are not limited to assault and drug/alcohol violations) Parents of minor EMS Explorer Post members will be notified in writing.

2.18.04a Expulsion is defined in this instance as revoking the EMS Explorer's membership to the EMS Explorer Post. The Istrouma Area Council of BSA will also be notified in the case of an expulsion.

2.18.04b A pre-expulsion hearing before the Advisory Board is required. EMS Explorers under 18 must have a parent or guardian present at the hearing. Parental involvement in the hearing is permitted.

2.18.04c The Committee Chair oversees the hearing. The Chair will allow ample time for the EMS Explorer to present their case as well as maintain order during the hearing.

2.18.04c A unanimous decision by the Advisory Board is required for an EMS Explorer to be expelled.

2.18.04d Any objection or grievance with the Expulsion hearing process should be addressed to the Istrouma Area Council of BSA.

2.18.04e East Baton Rouge EMS and the City of Baton Rouge are not responsible or liable for any expulsion determinations.

POST FUNCTION

3.01 Advisory Board

The Advisory Board oversees the EMS Explorer Post. It is comprised of the Lead Advisor, Associate Advisors, the Committee Chair, and a Department of EBREMS representative. The Advisory Board shall have final veto power over the EMS Explorer Post Executive Board. The roles and responsibilities of each board member are as follows:

3.01.01 Lead Advisor (Department Member)

Duties:

1. Oversee all meetings and functions involving the EMS Explorer Post.
2. Conduct Advisory council meetings on a regular basis.
3. Act as a liaison between the EMS Explorer Post and the BSA Istrouma Area Council.
4. Act as a liaison for all matters concerning the EMS Explorer Post.
5. Handle all Advisor level paperwork, except for training and activities.

3.01.01a The Lead Advisor is appointed by the EMS Director to oversee the operation and function of the EMS Explorer Post.

3.01.01b The Lead Advisor is not an elected position and therefore can only be removed voluntarily or by direct order from the EMS Director.

3.01.01c The Lead Advisor is authorized to represent the Department of EMS at any EMS Explorer Post event, and to utilize EMS equipment and vehicles needed for use by the EMS Explorer Post.

3.01.01d The Lead Advisor has access to the funds of the EMS Explorer Post and may use them at his/her discretion to facilitate the needs of the EMS Explorer Post. The needs of

the EMS Explorer Post are decided by a majority vote of the EMS Explorer Post members.

3.01.01e The Lead Advisor is responsible for all receipts and making bank statements available to the Treasurer for recordkeeping.

3.01.01f The Lead Advisor has the final say in all matters related to the EMS Explorer Post.

3.01.02 Associate Advisors (Department Member)

Duties:

1. Schedule instructors or guest speakers for all training.
2. Oversee the development of the training calendar each year.
3. Handle all paperwork and records concerning training.
4. Schedule Advisors for all activities other than training.
5. Handle paperwork and records concerning activities.
6. Supervise all activities to ensure safety and give instruction as needed.

3.01.02a The Associate Advisor is chosen by the Lead Advisor and must also be approved by the EMS Director.

3.01.02b The Associate Advisor is not an elected position and therefore can only be removed voluntarily or by direct order from the Lead Advisor or EMS Director.

3.01.02c The Associate Advisor is authorized to represent the department at any EMS Explorer Event and to utilize EMS Equipment/vehicles needed for use by the Post with approval from the Lead Advisor.

3.01.02d There is currently no limit to the number of Associate Advisors that can participate. The Lead Advisor is responsible for making this determination.

3.01.03 Committee Chair (Department Member)

Duties:

1. Schedule and conduct regular EMS Explorer Post Committee meetings.
2. Seves as a liason between the Lead Advisor and the EBREMS representative.
3. Assigns projects to committee members and guides their efforts.
4. Brings identified needs of the EMS Explorer Post Exective Board to the EMS Explorer Post Committee.
5. Relay decisions concerning finances, equipment and activities to the EMS Explorer Post Advisory Board.

3.01.03a The EMS Explorer Post Committee Chair is appointed by the EBREMS Director.

3.01.03b The Committee Chair is not an elected position and therefore can only be removed voluntarily or by direct order from the EMS Director.

3.01.03c The Committee Chair is authorized to represent the Department of EBREMS at any EMS Explorer Event, and to utilize EMS equipment and vehicles needed for use by the EMS Explorer Post with approval from the Lead Advisor.

3.01.03d The Committee Chair may be asked by the Lead Advisor or Department of EBREMS representative to form a special committee for any reason deemed necessary.

3.01.03e The Committee Chair has the authority to choose committee members. The role of a committee member is voluntary and the chosen member has the right to accept or refuse to be on the Committee.

3.01.03f Committee members can be anyone that the Committee Chair chooses depending on the type of committee. The member does not have to be directly active with the EMS Explorer Post; however they must abide by the EMS Explorer Post policies while serving on the committee.

3.01.03g Any information obtained or decided upon during a committee meeting shall be presented to the Advisory Board at the next Advisory Board meeting.

3.01.04 Chartered Organization Representative (EMS Administrator)

Duties:

1. Serves as the Department of EBREMS representative to both the EMS Explorer Post and the BSA Istrouma Area Council.
2. Relays information about the EMS Explorer Post to the Department of EBREMS.

3.01.04a The EMS Director appoints the Chartered Organization Representative.

3.01.04b The Chartered Organization Representative is not an elected position and therefore can only be removed voluntarily or by direct order from the EMS Director.

3.01.04c The EMS Director may choose to make themselves the Chartered Organization Representative.

3.01.04d The Chartered Organization Representative in coordination with the EMS Director, has the ultimate authority over the EMS Explorer Post's utilization of EMS facilities and equipment.

3.01.04e The Chartered Organization Representative does not have the authority to over rule the Lead Advisor on matters concerning the EMS Explorer Post except in matters concerning the use of EMS property.

3.02 Executive Board

The Executive Board of the EMS Explorer Post is the youth leadership team of the Post. Executive Board members are elected to their positions on an annual basis by the EMS Explorer Post active membership. The Executive Board consists of a President, Vice-President, Treasurer, Secretary, and Quartermaster. Members of the Executive Board serve voluntarily and may be removed from office through a special recall election, by decision of the Lead Advisor, or by voluntarily resignation.

The general Executive Board position rules are described below:

1. All officers are required to attend the EMS Explorer Post Officer Training seminar each year to review roles and responsibilities.
2. Each office is elected by a simple majority of the active membership for a one year term.
3. The term for each office is from August 1ST to July 31st the following year.
4. Each position can only be served by an EMS Explorer Post member for a maximum of 2 consecutive elected terms.
5. If a member is appointed to a vacated position or elected to a partial term during a special election, they may then go on to serve in that position for an additional two full terms should they be elected.

3.02.01 President

Duties:

1. Serves as the liason between the EMS Explorer Post and the Advisory Board.
2. Delegates responsibilities and tasks to members.
3. Expected to be present at all EMS Explorer Post functions unless excused by the Lead Advisor.
4. Directs all EMS Explorer Post meetings and events, unless delegated to another EMS Explorer Post member.
5. Sets the agenda for all EMS Explorer Post meetings, and be responsible for keeping them on time.
6. Announce any old or new business concerning the EMS Explorer Post at each meeting.
7. Introduce special guests or speakers to the EMS Explorer Post membership.
8. Serve as the EMS Explorer Post Executive head throughout the elected year.
9. Present EMS Explorer Post requests, Executive Board meeting reports, and Treasury reports to the Advisory Board on a monthly basis.
10. Supervise all voting procedures, except for Officer elections.

3.02.02 Vice President

Duties:

1. The Vice President shall lead recruitment and admission of new youth members.
2. The Vice President is expected to attend all EMS Explorer Post functions unless excused by the Lead Advisor.
3. The Vice President shall organize, track and recognize the achievements of EMS Explorer Post members.
4. The Vice President shall conduct the opening and closing ceremonies unless delegated to another EMS Explorer Post member.
5. The Vice President shall introduce all new members at their first meeting.
6. The Vice President shall aid the President in any matters concerning the EMS Explorer Post as requested.
7. The Vice President shall assume the duties of the President in their absence.

3.02.03 Treasurer

Duties:

1. Keep an accurate account of the EMS Explorer Post finances and forward financial reports to the President.
2. Expected to attend all EMS Explorer Post activities unless excused by the Lead Advisor.
3. Participate with special committees and fundraising activities.
4. Prepare a financial statement containing the following information for each EMS Explorer Post and Executive Board meeting.
 - a. Beginning balance
 - b. Deposits since last statement
 - c. Withdrawals since last statement
 - d. Ending balance
 - e. Outstanding bills
 - f. Money owed to the EMS Explorer Post
5. Collect money due to the EMS Explorer Post in a timely fashion.
6. Keep records of EMS Explorer Post bills and payment receipts.
7. Announce to the general membership money proposals for approval if needed.

3.02.04 Secretary

Duties:

1. Expected to attend all EMS Explorer Post activities unless excused by the Lead Advisor.
2. Keeps the attendance record of the membership for all Post functions.
3. Maintains a calendar of EMS Explorer Post meetings and activities.
4. Keeps an accurate account of meeting minutes.
5. Informs the Executive Board of any third consecutive absences.
6. Disseminates information regarding rulings or activities for the Post to the appropriate parties.
7. Manages the Post correspondence and publicity.

3.02.05 Quartermaster

Duties:

1. Records and maintains an inventory of all the EMS Explorer Post supplies and equipment.
2. Reports any changes to the inventory quarterly to the Executive Board.
3. Reports any needed repairs and replacement needs to the EMS Explorer Post President.
4. Communicates with activity or events planners regarding supply or equipment needs.
5. Will be responsible for the return of any EMS equipment utilized for training or events purposes.
6. Responsible for maintaining a special inventory list for annual events (Avondale, First Nighter, Graduation, etc.)

3.03 Membership

The EMS Explorer Post is open to any young adult between the ages of 14 and 20 that is enrolled in school and is interested in pursuing a medical career. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status, or citizenship is not criteria for participation. All members must meet the qualifications for participation outlined in section 2.03.

3.03.01 New members are only accepted in January of each year. The first 25 prospective member applications received with the correct fee amount after the First Nighter will be accepted.

3.03.02 Applications can be obtained at the First Nighter meeting or by completing the application form on the EMS Explorer Post website: <https://www.brla.gov/206/Explorer-Post-912>

3.03.03 Members may only participate in the Paramedic Observation program if they successfully complete the qualifications outlined in section 2.05.

3.03.04 All members must abide by the regulations set forth in this procedure manual, the bylaws, and the code of conduct. If a member fails to abide by the regulations, they may be disciplined or removed by the Lead Advisor.

3.04 Program Fees

The membership fees due at the time of enrollment into the EMS Explorer Post include registration, BSA required fees, and learning materials.

Current fee schedule:

- Initial registration fee
- Annual BSA fee
- Uniforms costs

3.04.01 The prices affiliated with the initial program cost, annual fee, and uniforms may vary annually.

3.04.02 Uniforms are required to participate in EMS Explorer Post events. Members are responsible for the cost of uniforms.

3.04.03 Fundraising events may be held to offset the cost of uniforms; however, this is not guaranteed.

3.04.04 Refunds will not be given for registration or annual fees if a member terminates their relationship with the EMS Explorer Post.

3.04.05 The Treasurer is responsible for collecting all fees and distributing receipts in a timely manner.

3.05 Election Process

The Executive Board is voted upon annually in July of each year. The purpose of the Executive Board is to provide structure to the Post and to allow members the opportunity to learn leadership skills.

3.05.01 The nomination of Executive Board members shall be held at the first meeting in July.

3.05.02 Members may nominate themselves or any other member of the EMS Explorer Post. Nominations may be either verbal or written.

3.05.03 The President will announce all nominated members and the nominee will either accept or decline the nomination. The Secretary will record all nominations.

3.05.04. If a nominee accepts the nomination, they shall be given the floor to address the membership and give reasons as to why they should hold the position. This is done on the day of the election.

3.05.05 Members must be present to nominate a candidate. No proxy nominations will be accepted unless authorized in advance by the Lead Advisor.

3.05.06 If a member is nominated for more than one position, they may run for all nominated positions; If they win more than one position they would then need to choose which position to hold. No member shall hold more than one position at a time.

3.05.07 The Secretary shall be responsible for creating accurate ballots in advance of the Election meeting. One ballot shall be created for each youth member. The ballots shall contain the names of each candidate and the position in which they are running.

3.05.08 The election of officers shall take place during the second meeting in July. The Secretary will distribute only one ballot to each member attending the Election meeting. Only members attending the Election meeting shall be entitled to a vote. The votes shall be made anonymous by means of either sealed ballots or by placing them in a ballot collection box.

3.05.09 Only youth members can vote in elections. No adult leader, Advisory Board member or parent can vote or influence the vote.

3.05.10 In the event that a member knows they will not be present for the Election meeting they must have permission in advance from the Lead Advisor to obtain an absentee ballot. The member must return the absentee ballot prior to Election meeting. No absentee ballots will be accepted following the conclusion of the Election meeting.

3.05.11 Members must complete their ballot and submit it during the Election meeting. Once all ballots are cast the Secretary will tally the votes under the supervision of the President and at least one member of the Advisory Board.

3.05.12 The results of the election shall be made available to the entire membership immediately following the tabulation of the vote. A nominee will win if they receive at least 50% of the total vote.

3.05.13 If no nominee receives 50%, a run-off election is to be held. The top two candidates shall be given the floor for 5 minutes to speak to the membership and then the run-off election will be immediately held.

3.06 First Nighter

The First Nighter meeting reviews what is expected from both the Explorer and the program. Following the meeting applications and fees will be accepted to join the EMS Explorer Post. A parent must attend along with the prospective Explorer as a parent's signature will be required to participate.

3.06.01 All EMS Explorer Post Officers are expected to attend the First Nighter unless excused by the Lead Advisor.

3.06.02 EMS Explorer members that attend the program must wear full Class A uniform. Members of the EMS Explorer Post honor guard are required to wear the honor guard uniform.

3.06.03 Guests that attend the program are asked to remain respectful and follow the participation guidelines set forth in this procedure manual.

3.06.04 Employees of East Baton Rouge EMS that attend the program are asked to wear dress uniform.

3.06.05 East Baton Rouge EMS is not responsible for the cost of awards or refreshments for the program. These costs can be paid by the EMS Explorer Post, the EMS Paramedic Association, or by funds generated by fundraising activities.

3.06.06 Only the first 25 applications that are submitted with the registration fee will be accepted.

3.06.07 Applications are not required to be submitted the night of the First Nighter; however, acceptance into the EMS Explorer Post is not guaranteed once the 25 application limit is reached.

3.07 Fundraising

The EMS Explorer Post may participate in fundraising activities. The funds generated from these activities may be used with approval of the membership and at the discretion of the Advisory board.

3.07.01 Any money raised by fundraising events in the name of the EMS Explorer post must be turned in to the Treasurer or Lead Advisor as soon as reasonable.

3.07.02 No fundraising in the name of the EMS Explorer post may be done without the permission of the Lead Advisor.

3.07.03 Online fundraising in the name of the EMS Explorer post must be authorized by the Lead Advisor prior to taking place. This includes websites such as *GoFund Me*, *PayPal*, *Facebook*. The funds generated from online donations must be given to the Treasurer as soon as reasonable.

3.07.04 The Explorer post may accept donations through the Explorer Post website <https://www.brla.gov/206/Explorer-Post-912>. Donations received through the website will be monitored by the Lead Advisor and Treasurer.

3.07.05 The Lead Advisor may choose to open a separate checking account for donations or fundraising events. The statements for these special accounts will be monitored by the Treasurer and audited annually by the EMS finance department.

3.08 Awards

EMS Explorers may earn awards throughout the year for various actions. Awards are given to recipients at the First Nighter event.

3.09 Honor Guard

The Honor Guard is an elite group of EMS Explorer Post members appointed by the Advisory Board to represent the EMS Explorer Post at special occasions and ceremonies. This may include special events that require professional discretion, high visibility and publicity.

3.09.01 EMS Explorer members appointed to the Honor Guard must successfully complete Honor Guard training prior to joining the Honor Guard team.

3.09.02 Honor Guard members are responsible for the cost and upkeep of their individual uniform. Occasionally money is donated for the cost of purchasing uniforms; however, this is not to be expected.

3.09.03 If an Honor Guard uniform is purchased through donation or fundraising events the uniform is property of the Post and must be returned to the Post upon exiting the Guard or Post.

3.09.04 The Quartermaster is responsible for keeping records of EMS Explorer Post uniforms. If an EMS Explorer Post owned uniform is not returned by an exiting member the Quartermaster must notify the Lead Advisor.

3.09.05 EMS Explorer Post Honor Guard members may be responsible for the cost of lost or damaged Honor Guard uniforms. This will be decided on a case by case basis by the Advisory Board.

3.09.06 If an Honor Guard member purchases their own uniform it is that member's property. The member may choose to sell, donate, or keep the uniform upon exiting the Post.

3.09.07 Honor Guard uniforms are designated for special functions. They must be worn in their entirety and only at such times as specifically designated by the Lead Advisor.

3.09.07 Honor Guard members are expected to set an example for other EMS Explorer members. If a member is found to conduct themselves in a way that disgraces themselves or the Post that member may be removed from the Honor Guard at the discretion of the Lead Advisor.

CONDUCT

4.01 Standard of Conduct

Members of the EMS Explorer Post are required to abide by the rules of conduct which are outlined in this section. Violation of the rules of conduct may be cause for suspension or dismissal from the Post. The Advisory Board is responsible for deciding if any disciplinary action is necessary. Adult participants including Parents or Guardians must also abide by the rules of conduct while representing the Explorer Post or participating in Post activities. Non-members that violate the rules of conduct may be asked to leave the activity and may be banned from future activities. The Advisory Board is responsible for any action regarding non-member participation.

4.02 Explorer Members

All EMS Explorer Post youth members must abide by the Guidelines set forth in this Procedure Guide, the EMS Explorer Post Bylaws, and BSA rules. In addition to the preceding regulations, the following rules of conduct are also hereby put in place to preserve the integrity of the EMS Explorer Post.

4.02.01 Members must obey Paramedic's, EMS Explorer Post Officer's, and Advisor's orders while at EMS Explorer Post or EMS Department functions.

4.02.02 Members shall avoid behavior that would bring criticism to the EMS Explorer Post or the department of East Baton Rouge EMS. Conduct shall be such as to merit the respect and confidence of the people.

4.02.03 EMS Explorers are expected to diligently perform their duties with professional dignity.

4.02.04 EMS Explorers must perform their duties impartially and be able to act on a moment's notice.

4.02.05 EMS Explorer Post members must maintain a positive attitude and practice self-discipline while representing the Post.

4.02.06 EMS Explorers will follow the chain of command and respect their peers as well as Officers and Advisors.

4.02.07 EMS Explorer members will not be critical of their peers and will be blind to social classes and races.

4.02.08 EMS Explorer members will not participate in any activities, on or off duty, that may discredit the EMS Explorer Post or the Department of EMS.

4.02.09 The use of alcohol and drugs is strictly forbidden. Prescription medications may be taken as needed.

4.02.10 Disruptive behavior, profanity, and disorderly conduct will not be tolerated.

4.02.11 EMS Explorer members may not engage in activities or procedures that are above their level of training. EMS Explorer members may practice certain skills for training purposes only under the direction of an Advisor.

4.02.12 EMS Explorer members may not identify themselves as Paramedics or department of EMS employees.

4.02.13 Youth members may not fraternize with any adult leader or EMS employee. Contact with adult leaders and EMS employees must be limited to that which involves EMS Explorer duties. This policy applies at all times including off-duty hours. Dating, cohabitation, and sexual intimacy between youth members and any adult leader or EMS employee is strictly prohibited.

4.02.14 If there is a relationship between two youth Explorers, they must not display signs of affection or emotion towards each other while participating in EMS Explorer Post or Department of EMS events.

4.03 Committee Members

EMS Explorer Post Committee Members must abide by the guidelines set forth in this Procedure Guide, the EMS Explorer Post Bylaws, and BSA rules. In addition to the preceding regulations, the following rules of conduct are also hereby put in place for committee members.

4.03.01 Committee members must attend all committee meetings unless excused in advance by the committee chair.

4.03.02 Any information derived from or obtained by the committee through course of action is considered property of the committee and ultimately the EMS Explorer Post. All information must be surrendered to the Advisory Board.

4.03.03 No member of the committee shall use information gained by the committee for personal or financial benefit.

4.03.04 Committee members may not speak about committee affairs outside of the committee unless authorized to do so by the committee chair.

4.03.05 If a committee member is not affiliated with the EMS Explorer Post or the Department of East Baton Rouge EMS they must still abide by EMS Explorer Post and Department of EMS regulations while serving on the board.

4.03.06 Committee membership is voluntary, and no member shall financially benefit from being a committee board member.

4.04 Adult Participants

Adult leaders and any other adult that participates in, or assists with, the EMS Explorer Post must abide by the procedure guide and bylaws of the EMS Explorer Post.

4.04.01 Adult leaders must be 21 years of age and are required to complete Youth Protection training prior to volunteering to work with minors.

4.04.02 All adults, including parents and guardians, may only participate in EMS Explorer Post activities with the approval of the Lead Advisor.

4.04.03 Adults that violate the code of conduct may be asked to leave the activity or event and may be banned from future activities.

4.04.04 The use of alcohol and drugs is strictly forbidden while participating in EMS Explorer Post activities.

4.04.05 Adults are permitted to use nicotine products only in permitted areas and while not in the presence of EMS Explorer youth members.

4.04.06 Adult participants may not fraternize with youth members. (see 4.02.13) This policy applies at all times including off-duty hours. Dating, cohabitation, and sexual intimacy between youth members and any adult leader or EMS employee is strictly prohibited.

4.05 Advisors

EMS Explorer Post Advisors must abide by the guidelines set forth in this Procedure Guide, the EMS Explorer Post Bylaws, and BSA rules. In addition to the preceding regulations, the following rules of conduct are also hereby put in place for Post Advisors.

4.05.01 All Advisors must be in good standing with the Department of EMS and follow all departmental guidelines.

4.05.02 Advisors must complete BSA Youth Protection and Advisor Leader Training.

4.05.03 Advisors must follow the chain of command. The Lead Advisor is the ultimate authority of the EMS Explorer Post regardless of departmental rank.

4.05.04 Advisors must avoid abusing their authority and are required to treat subordinate members with respect. All Advisors are prohibited from use of authority of position for personal gain.

4.05.05 Advisors may not fraternize with youth members. (see 4.02.13) This policy applies at all times including off-duty hours. Dating, cohabitation, and sexual intimacy between youth members and any Advisor is strictly prohibited.

4.05.06 Advisors that violate the code of conduct may be asked to resign and may also be disciplined by the EMS Director if the infraction also breaks EMS department regulations.

4.06 Meetings

Any person attending an EMS Explorer Post meeting shall follow the rules and regulations of the EMS Explorer Post set forth in the procedure guide and the bylaws of the Post. Meetings generally take place at the East Baton Rouge EMS Headquarters. This is a City-Parish owned facility and visitors must adhere to City-Parish building guidelines.

4.06.01 Meetings shall be held following *Robert's rules of order*. A brief overview of the rules can be found in the back of the procedure guide. (see Robert's Rules of Order on pages 62-67)

4.06.02 The President or their designee oversees the meetings. EMS Explorer Post members must be respectful and civil while in attendance. No member shall have the floor without authorization from the President.

4.06.03 Any person that disrupts a meeting may be removed from the meeting at the discretion of the President or an Advisor.

4.07 Paramedic Observation

EMS Explorers that participate in the Paramedic Observation Program must adhere to all the rules and regulations of the EMS Explorer Post set forth in the procedure guide and the bylaws of the EMS Explorer Post. They must also adhere to the policies and procedures of the Department of East Baton Rouge EMS.

4.07.01 EMS Explorers must obey orders from the Paramedic crew within reason. If an EMS Explorer does not feel comfortable with a situation or an order that is given, they should immediately let the Paramedics know.

4.07.02 EMS Explorers must show courtesy to the public, maintain a professional appearance, a command of temper, and avoid displays of emotion or affection while participating in Paramedic Observation rides.

4.07.03 EMS Explorers must remain with their assigned Paramedic crew throughout the duration of the scheduled shift. EMS Explorers must notify an Advisor if they need to leave prior to the end of the shift.

4.07.04 It is the responsibility of the EMS Explorer to not become separated from the assigned Paramedic crew while on the scene of a call or at a hospital. If an EMS crew must transport from a scene or is dispatched to an emergency call and is unable to locate the EMS Explorer, the EMS crew must immediately notify Medcom.

4.07.05 If an EMS Explorer becomes separated from their assigned EMS crew for any reason Medcom must notify the on-duty field supervisor so that arrangements can be made to reunite the EMS Explorer with the crew.

4.07.06 If the reason for the separation is found to be the fault of the EMS Explorer they may be disciplined or suspended from future Paramedic Observation Rides.

4.07.07 EMS Explorers may be exposed to dangerous environments while participating in Paramedic Observation Rides. This includes entering crime scenes, working in roadways, industrial settings, and inclement weather. EMS Explorers will always be aware of their surroundings and utilize proper protective equipment to mitigate on-scene hazards. When in doubt, personal safety should take precedence over expediency of action.

4.08 Events

EMS Explorers that choose to work Department of EMS events must adhere to all the rules and regulations of the EMS Explorer Post set forth in the procedure guide and the bylaws of the EMS Explorer Post. They must also adhere to the policies and procedures of the Department of East Baton Rouge EMS.

4.08.01 The rules of conduct in section 4.07 Paramedic Observation also apply to EMS Explorers while working Department of EMS events.

4.09 Camp Avondale BSA events

EMS Explorers that attend BSA events at Camp Avondale must adhere to all the rules and regulations of the EMS Explorer Post set forth in the procedure guide, the bylaws of the EMS Explorer Post, and BSA scouting regulations.

4.09.01 While assigned to work first aid for events at Camp Avondale EMS Explorers are always to remain professional. Goofing off, horseplay, profanity and any other type of activity that could be considered improper will not be tolerated.

4.09.02 While not actively working in the first aid station EMS Explorers may enjoy themselves responsibly while keeping in mind they are still representing the EMS Explorer Post and the Department of East Baton Rouge EMS.

4.09.03 EMS Explorers should not place themselves in a compromising situation. Males and Females shall not be alone privately together without a third-party present.

4.10 Social Media

Social media is defined as websites and applications that enable users to create and share content or to participate in social networking. (Examples include but are not limited to *Facebook, Twitter, YouTube, Instagram, Snapchat* and *TikTok*)

EMS Explorers are expected to conduct themselves in a positive manner, which would not reflect poorly upon themselves, the EMS Explorer Post, or the Department of EBREMS. Social media postings represent not just themselves, but their affiliation with the EMS Explorer Post and EBREMS as well.

4.10.01 Posts, pictures and videos should not be of a provocative or inappropriate nature.

4.10.02 EMS Explorers are permitted to post about their involvement in the EMS Explorer Post; however, they should not post any information on social media sites about EMS related calls for service, patient care encounters, or patient information.

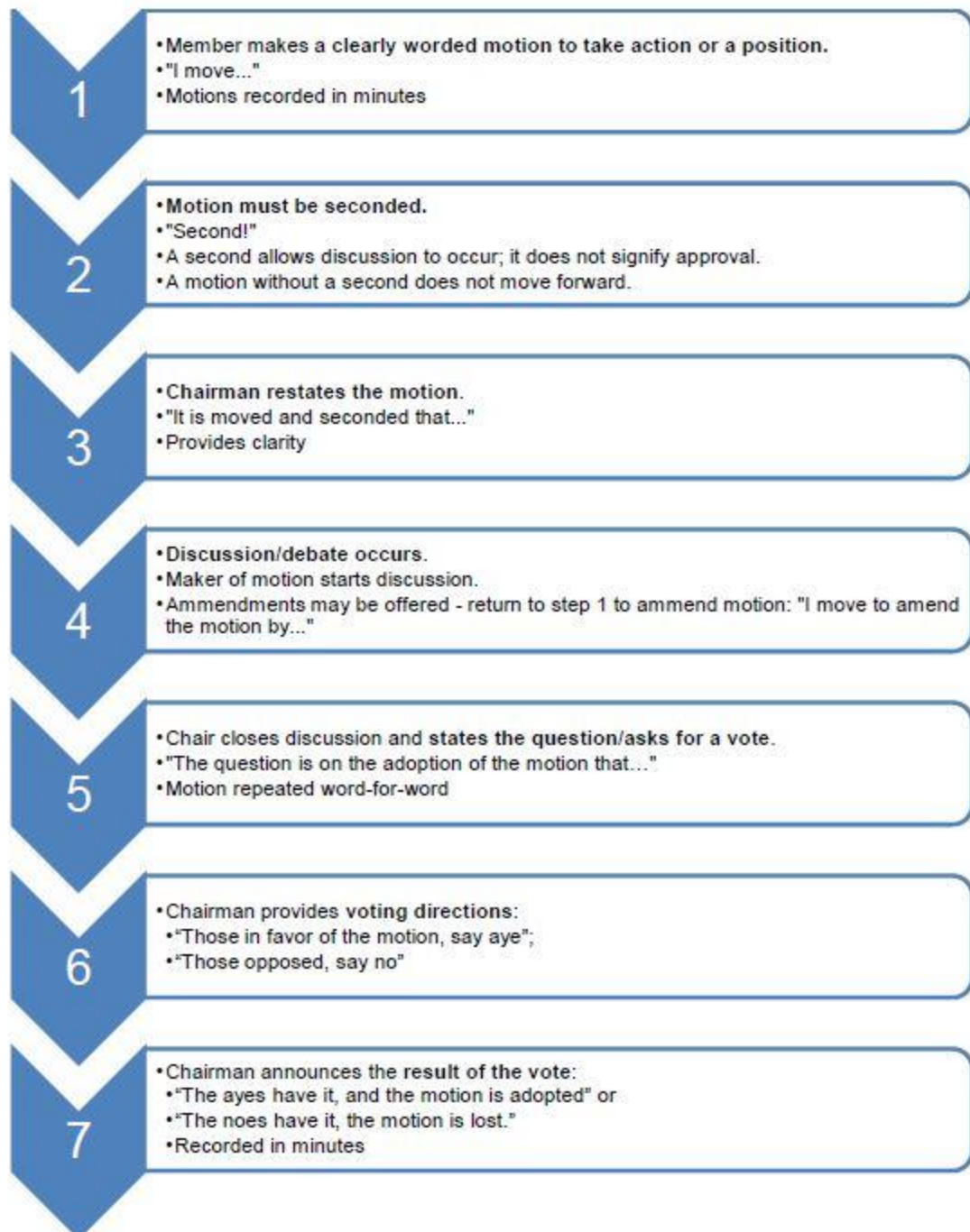
4.10.03 Per East Baton Rouge EMS policies 403.05 and 403.06 the use of cell phones while performing patient care or on the scene of an emergency is strictly forbidden. The use of a camera by any means while participating in the Paramedic Observation, Medcom Observation or EMS events is prohibited. Any image displaying property of East Baton Rouge EMS may not be used without the permission of the Lead Advisor.

4.10.04 An EMS Explorer that violates the phone or camera policy during a Paramedic or Medcom Observation may be asked to leave and the Lead Advisor will be contacted.

4.10.05 Any social media posts that are found to be inappropriate may result in discipline. The Lead Advisor will determine the course of disciplinary action. If the infraction involved policy 4.10.03 the EMS Explorer may be suspended or forbidden from participating in any future EMS related activities.

Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert's Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

Robert's Rules of Order Additional Information

Why follow Robert's Rules of Order?

- Allows for democratic speech and action
- Preserves order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

Meeting Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Name of seconder of a motion is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

Ground Rules for Debating

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

Robert's Rules of Order Additional Information

Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
 - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
 - Amendments must be germane
 - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
 - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
 - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
 - Motion to commit or refer should specifically state the committee and deadline
 - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
 - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
 - A time is specified when motion will be addressed
 - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
 - Taken up again, via motion process, when the majority decides
 - Often misused term for postpone to a certain time

Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previously Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

Robert's Rules of Order Information for Chairs

Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
 - a. See that motions are worded clearly
 - b. Repeat wording of motions frequently
 - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

Voting

Types of Votes

1. **Majority*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

Robert's Rules of Order Information for Chairs

Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Counted Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are ___ in the affirmative and ___ in the negative

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

ACKNOWLEDGEMENT OF RECEIPT OF PROCEDURE GUIDE

I have read the Post Procedure Guide as issued by the East Baton Rouge EMS Explorer Post and agree to abide by them. I will also agree to keep them current as I am aware of the fact that changes can and will occur.

EMS Explorer Signature

Parent Signature (if minor Explorer)

Date

This page to be returned to the Lead Advisor and maintained in the Explorer's file